



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1133.29H

NRC N1
13 OCT 2010

BUPERS INSTRUCTION 1133.29H

From: Chief of Naval Personnel

Subj: APPLICATION PROCEDURES FOR CAREER RECRUITER FORCE

Ref: (a) BUPERSINST 1430.16F
(b) MILPERSMAN, 1306-964 and 1306-965
(c) COMNAVCRUITCOMINST 1136.2M
(d) OPNAVINST 6110.1H
(e) OPNAVINST 1160.8A
(f) NAVPERS 15665I, Navy Uniform Regulations

Encl: (1) Sample Commanding Officer's Endorsement

1. Purpose. To issue policy for application procedures and administration of the Active Component (AC) and Reserve Component (RC) Career Recruiter Force (CRF) communities. This instruction applies to enlisted AC and RC Canvasser Recruiter (CANREC) personnel requesting lateral transfer into the CRF program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1133.29G.

3. Background. The CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the Navy's recruiting efforts. Navy Recruiting Command (NAVCRUITCOM) manages the size, qualifications, and career path of the CRF community.

4. Eligibility

a. The AC CRF is open to personnel who are currently assigned to recruiting duty with Navy Enlisted Classification (NEC) codes 9585, 9586, 9587 and to personnel who have previously completed a successful tour as a recruiter and desire to convert to Navy Counselor (Recruiter) rating NEC 2186.

b. The RC CRF is open to personnel who are currently assigned to recruiting duty as a Canvasser Recruiter (CANREC) (NEC 9585).

c. Personnel must meet the following eligibility guidelines:

(1) AC applicants must be in pay grades E5 through E7, RC applicants must be currently serving as a CANREC (NEC 9585) in pay grades E5 or E6. All E5 personnel, regardless of component, who apply for the CRF must meet all eligibility requirements for advancement to the next higher paygrade per reference (a).

(2) Meet current screening requirements for recruiters per reference (b).

(3) Receive a strong, positive endorsement from the member's commanding officer (CO).

(4) Have completed personnel qualification standard (PQS) requirements for applicable program per reference (c). Prior recruiters applying from the fleet may use leading petty officer, work center supervisor and other fleet leadership positions to substitute for recruiter-in-charge (RinC) qualification. These positions held by the applicant must be well documented in current or past evaluations.

(5) Be within 18 months of the member's projected rotation date (PRD). This does not apply to applicants currently serving on their 2nd tour of recruiting duty.

(6) CANREC must have served a minimum of 18 months on recruiting duty.

(7) Be within Navy body fat standards per reference (d). Any two documented failures within the last 4 years as of the date of the board render the applicant ineligible. No waiver authorized.

(8) Warfare qualification, although highly desirable, is not mandatory.

(9) If serving on a selective reenlistment bonus enlistment, the member must be within 9 months of expired active obligated service (EAOS) to be eligible for lateral conversion. Conversion must not take place earlier than 3 months prior to EAOS per reference (e).

(10) If receiving continuous submarine pay (CONSUBPAY) while on shore duty, the member will have their CONSUBPAY terminated as of the date of selection. If receiving CONSUBPAY on sea duty, the member will no longer be eligible as of the date of selection. The member will continue receiving operational SUBPAY on a month-by-month basis until detachment.

(11) If selected, member's PRD may be adjusted but not exceed 48 months at current Navy Recruiting District (NAVCRUITDIST). Request for PRD adjustments will be requested via a NAVPERS 1306/7 Enlisted Personnel Action Request, to Navy Personnel Command (NAVPERSCOM), Career Recruiter Force Detailer (PERS-4010C).

d. The following personnel are not eligible to apply:

(1) Nuclear-trained Electronics Technicians, Electrician Mates, and Machinist's Mates;

(2) Personnel in receipt of permanent change of station (PCS) orders;

(3) Personnel with an approved Fleet Reserve date;

(4) Reserve personnel not able to complete 20 years of active duty service prior to reaching age 60; and

(5) Personnel with less than 36 months to high year tenure based on board convening month.

Note: No waivers authorized for 4d(1)-(5) above.

5. Active/Reserve CRF Programs

a. Active or Reserve Management CRF.

(1) Personnel must have completed PQS and be qualified for RinC per reference (c).

(2) Personnel selected for Active or Reserve CRF Management will attend CRF Leadership Academy upon transfer from their current duty station.

(3) Management Navy Reserve (NR) CRF personnel selected are subject to PCS transfer within 12 months of selection.

b. Active or Reserve CRF Hometown Recruiter.

(1) Personnel can only apply while currently serving on recruiting duty.

(2) Hometown Recruiters are not eligible for PCS transfers. Members selected will not transfer from current duty station unless selected for E7. The member will then be automatically subject to PCS transfer and immediate conversion to Active or Full Time Support (FTS) Management CRF.

(3) Personnel must have completed PQS for recruiter and be qualified per reference (c).

c. Active and Reserve CRF applying for CRF Classifier Positions. Applicants must be in pay grades E5 or E6 and hold the Recruiter Classifier NEC (9586). No application required; Navy Recruiting Districts will manage selection process and assign members accordingly. Prior to reassigning member to Military Entrance Processing Stations the NAVCRUITDIST will forward name and location to NAVCRUITCOM, CRF Program Manager (N1121A), for billet management.

6. Application Procedures

a. Active and Reserve personnel desiring to convert to CRF should submit an application via their CO, directly to NAVCRUITCOM (N1121A), 5722 Integrity Drive, Bldg. 784, Millington, TN 38054-5057.

b. Applications will include the following:

(1) Copy of signed NAVPERS 1070/613 Administrative Remarks, entry stating: "If selected for CRF, I agree to incur 36 months of obligated service from the date of assignment as a CRF." This must be signed by the member and witnessed.

(2) CO's endorsement (sample provided in enclosures (1)) as a minimum will include:

(a) Comment on the applicant's potential for leadership in positions of increased responsibility;

(b) Certify that the applicant meets all physical readiness standards per reference (d). A statement regarding the applicant's compliance with height/weight and body composition assessment standards is required; and

(c) Certify what position the member qualified for while on recruiting and from what NAVCRUITDIST;

(3) Submit copy of NAVPERS 1070/604 Enlisted Qualifications History documenting the member's recruiter and recruiter in charge qualifications.

(4) Submit last three copies of member's evaluation reports.

(5) Submit copy of NAVPERS 1306/93 Recruiting Duty Screening form in reference (b). If member has visible tattoos, ensure compliance with reference (f).

Note: No waivers to the above requirements are authorized.

7. Selection. The selection process consists of the following steps:

a. An administrative board will be held by NAVCRUITCOM quarterly (November, February, May and August) to consider applicants for conversion to CRF. If an applicant is recommended for lateral conversion by the NAVCRUITCOM board, their request will be forwarded to the Bureau of Naval Personnel, Career Recruiter Force Enlisted Community Manager (BUPERS-328D) for continued processing.

b. AC member's current Enlisted Community Manager will determine if manning within that rating will allow the member to be released to CRF. Final results will be released via naval message by COMNAVCRUITCOM. Those selected for CRF currently on recruiting duty will be immediately converted to Navy Counselor-Recruiter (NEC 2186).

c. Fleet personnel selected will be immediately assigned temporary NEC 2199 and rotate at their current PRD. Fleet personnel will take current rating Navy-wide advancement examination until successfully graduating from the CRF Academy. For any modification to current PRD, member will submit a NAVPERS 1306/7 to NAVPERSCOM (PERS-4010C) via their chain of command.

d. Reserve Enlistment/PRD. If selected to NRCRF, members will be released from current reserve enlistment and reenlist in the FTS program within 30 days. The initial term of enlistment for NRCRF personnel will be 48 months. Hometown CRF personnel will not be assigned a PRD.

8. Assignment. Contact NAVPERSCOM (PERS-4010C) for guidance on policies and procedures, and discuss future duty preferences. Duty assignments will be made using the following guidelines:

a. Selectees will be assigned permanently to CRF for the remainder of their naval careers, unless approved for rate reversion or submitted for a force conversion due to loss of confidence in the member's ability to perform as a Career Recruiter.

b. New Active and Reserve Management CRFs will attend Career Recruiter Force Academy in Pensacola, FL in conjunction with PCS orders to their initial assignment as a CRF. Active or Reserve Hometown Recruiter CRFs will not attend the Career Recruiter Force Academy. Upon notification of selection, members should contact NAVPERSCOM (PERS-4010C) at Comm (901) 874-3868/DSN 882 to negotiate orders to a NAVCRUITDIST.

9. Point of Contacts. For questions pertaining to CRF application procedures, selection process or career opportunities contact NAVCRUITCOM (N1121), Comm (901) 874-9136/9292/DSN 882 or NAVPERSCOM, CRF/CANREC Plans and Policy Coordinator (PERS-922), Comm (901) 874-4343/DSN 882.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

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11. Forms. NAVPERS 1070/604 (Mar 05) Enlisted Qualifications History, NAVPERS 1070/613 (Rev. 07-06) Administrative Remarks, and NAVPERS 1306/7 (Jan 03) Enlisted Personnel Action Request, may be obtained at <https://navalforms.daps.dla.mil/>



D. P. QUINN

Rear Admiral, U.S. Navy

Deputy Chief of Naval Personnel

Distribution:

Electronic only, via BUPERS Web site

<http://www.npc.navy.mil/>

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SAMPLE COMMANDING OFFICER'S ENDORSEMENT

1133
Ser 00/
Date

FIRST ENDORSEMENT on MM1(SW) David Sailor, USN,
NAVPERS 1306/7 of (Date)

From: Commanding Officer, Navy Recruiting District, Successful
To: Navy Recruiting Command (N1121)

Subj: NAVY COUNSELOR (CAREER RECRUITER FORCE) (NC (CRF))
CONVERSION ICO MM1(SW) DAVID SAILOR, USN,

Ref: (a) BUPERSINST 1133.29H
(b) MILPERSMAN, 1306-964, and 1306-965
(c) COMNAVCRUITCOMINST 1136.2M
(d) OPNAVINST 6110.1H
(e) OPNAVINST 1160.6B
(f) NAVPERS 15665I, Navy Uniform Regulations

Encl: (1) NAVPERS 1306/7, Enlisted Personnel Action Request
(2) NAVPERS 1070/613, Administrative Remarks
(2) NAVPERS 1070/604, Enlisted Qualifications History
(3) NAVPERS 1306/93, Recruiting Duty Screening Form
(4) NAVPERS 1616/26 of _____
(5) NAVPERS 1616/26 of _____
(6) NAVPERS 1616/26 of _____

1. Per reference (a), forwarded with my strongest possible recommendation for immediate selection to the Career Recruiter Force (CRF). As a recruiter in Navy Recruiting Station, Anywhere, he/she was responsible for the station winning Small Station of the Year for FY 20XX. Elevated to recruiter in charge, he/she formed an aggressive over producing team achieving 142 percent of New Contract Objective. He/she set the standard and established him/herself as an exceptional leader, trainer, and superior recruiter who earned selection for Recruiter Command Advancement Program (RCAP) advancement to petty officer first Class. His/her demonstrated leadership

Enclosure (1)

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Subj: NAVY COUNSELOR (CAREER RECRUITER FORCE) (NC (CRF))
CONVERSION ICO MM1 (SW) DAVID SAILOR, USN,

and team building skills earned my support for the position of recruiter-in-charge (RinC) of a large station or a small zone.

2. I certify that Petty Officer Sailor meets the guidelines as set forth in references (a) through (f), in that Petty Officer Sailor:

a. Is PQS certified in the positions of Recruiter and/or RinC, at NAVCRUITDIST Successful;

b. Meets all physical readiness standards and is in full compliance with the height/weight and body composition standards; and

c. Meets all screen qualifications per reference (b).

3. Petty Officer Sailor's remarkable leadership and commitment to excellence earned my strongest recommendation for immediate conversion to Navy Counselor (Career Recruiting Force). I have no doubt he/she will succeed as my top Navy Counselor - select him/her now!

G. O. NAVY

Copy to:

NAVCRUITREG (Appropriate NAVCRUITREG Commander, if currently on recruiting duty)

MM1(SW) Sailor